

8 oct 20

**ARRIVAL / DEPARTURE TEMPORARY LODGING ALLOWANCE (TLA)
BRIEFING AND ACKNOWLEDGEMENT**

ARRIVAL TLA:

- 1) TLA may be authorized when the TLA Authority determines it is mandatory that a member and/or dependents occupy temporary lodging at personal expense. If authorized, incoming uniformed service members with or without family, may be authorized arrival TLA to commence as of the date reported to the permanent duty station (PDS).
- 2) Newly arriving members and/or dependents are required to check into the Housing Service Center (HSC) within the first working day after arrival.
- 3) In the event that Government transient quarters/accommodations are available, members and/or dependents will be required to reside in such quarters. If government transient accommodations are not available, members are required to obtain a certificate of "non-availability" from the Navy Gateways Inns and Suites (NGIS) prior to making reservations with a FEMA approved Hotel accommodations.
- 4) Members must have TLA eligibility verified by the Housing Office upon check-in and every 10 days thereafter, before TLA payments are processed by the military pay officers.
- 5) TLA authorization for an OCONUS PDS assignment requires actively seeking government or private sector housing and should not exceed 60 days when suitable housing is available at the member's duty station or preferred geographic location. A member who has applied to occupy Government Housing will lose TLA and will be removed from the housing waiting list if a housing assignment at the duty station or preferred geographic location is refused.
- 6) Uniformed service members who elect private sector housing will be authorized up to 60 days TLA to find private sector housing. TLA will terminate when private sector housing has been inspected and determined to be ready and reasonably available for occupancy by the Housing Office.

DEPARTURE TLA:

- 1) Service members must submit orders and flight itinerary for departure TLA briefing and processing. Departure TLA should not exceed the last 10 days before the day the member is to depart their permanent duty station. The member must still be attached to the command on Guam for departure TLA to be authorized.
- 2) In certain and adverse situations, requesting for additional TLA days must be submitted by written request providing full support justification. The request must be endorsed by the member's Commanding Officer.
- 3) TLA authorization depends on the expenses incurred at temporary lodging. An itemized billing accounting for dates of occupancy and a paid receipt with a cleared balance is required to support claim and proper reimbursement.
- 4) In the event that transient quarters/accommodations are available, member and / or dependents are required to reside in such quarters. If government transient accommodations are not available, members will be provided with an updated list of TLA approved accommodations in the private sector.

ARRIVAL TLA CONT:

- 7) Lodging expenses are not authorized while staying with friends/relatives. However, a separate TLA allowance for meals and incidental expenses is paid to service members. Service members must obtain a Housing Referral Record for submittal and reimbursement, and must submit this document to their respective pay offices.
- 8) TLA authorization depends on the expenses incurred at the temporary lodging. All persons receiving TLA are required to obtain and keep receipts for lodging expenses to support TLA payment.
- 9) The use of temporary lodging, with facilities for preparing and consuming meals, is recommended to assist in reduction both the member's and Government's expense.
- 10) TLA entitlements can be terminated by failure to comply with TLA policy and when the Housing Authority has determined it is no longer necessary.
- 11) It is the member's responsibility to inform the Housing Office and military pay office upon occupying permanent housing to prevent TLA over payment.

TLA Extension Request

To request a TLA extension beyond 60 days, a member must submit a written request to the respective Local Housing Authority. The request must document all applicable information and detailed circumstances concerning the need to extend the TLA period, to include those of an extenuating or hardship nature. The written request must be endorsed by the member's respective Commanding Officer and Installation Commanding Officer (Housing Authority). The request must include a completed housing referral record covering the last 60 day period. Extended TLA, if provided, will be in increments of 10 or fewer days.

DEPARTURE TLA CONT:

- 5) Lodging expenses are not authorized while staying with friends/relatives. However, a separate TLA allowance for meals and incidental expenses is paid to service members.
- 6) The use of temporary lodging with facilities for preparing and consuming meals is recommended to assist in reducing the member's and government's expense.
- 7) Government owned furniture is available for temporary loan for service members to continue to occupy permanent Government Quarter or private sector housing after household goods have been picked up for shipment.
- 8) Permanent Government Quarters or private sector housing should not be vacated sooner than necessary as any non-approved days will be at a personal expense.

ACKNOWLEDGEMENT:

I _____ acknowledge that I have read and understand my TLA eligibility as it applies to my arrival and departure from Guam.
(Full Name, Rate/Rank, Date)

JTREGMARIANAS 7200/2 (09-20)

Enclosure (4)